

COURT SECURITY AUDIT CHECKLIST

**Michigan Supreme Court
State Court Administrative Office
309 N. Washington Square
P.O. Box 30048
Lansing MI 48909
(517) 373-4835**

OPM #: _____

Date: _____

**Michigan Supreme Court
State Court Administrative Office
Hall of Justice
P.O. Box 30048
Lansing MI 48909
(517) 373-4835**

COURT SECURITY AUDIT CHECKLIST

Date _____

Chief Judge _____

Court Administrator _____

Court _____

Address _____

Court Contact: _____

Contact Phone: _____

Security Audit Team completing audit:

Member Name	Title and Office
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Security Overview Received ☐ Yes ☐ No

Initial Inspection ☐ ☐ Follow-up

BRIEF DESCRIPTION OF BUILDING (DESCRIBE THE NUMBER OF STORIES, SQUARE FEET, CONSTRUCTION MATERIAL, OTHER BUILDING OCCUPANTS, NORMAL TRAFFIC PER DAY, NUMBER OF PUBLIC ENTRANCES, NUMBER OF PRIVATE ENTRANCES, ETC.). ATTACH FLOOR PLANS IF AVAILABLE:

Briefly describe the city or community where the building is located (population, main businesses, urban, suburban, rural, community highlights, etc.)

Briefly describe the immediate environment of the building in all directions: (business, urban, suburban, residential, high crime, etc.)

Which floors contain Judicial facilities?

What is the type of building construction (concrete, brick, glass siding, steel framed, etc.)?

Building construction date:

Building addition date:

Judicial area last renovated date:

Is the building a historically registered landmark?

☐ Yes ☐ No

	ADMINISTRATIVE ISSUES Security Advisory Committee	YES	NO	N/A
1.	Is there an established Court Security Advisory Committee?			
2.	To whom does the committee report?			
3.	How frequently do they meet? When was the last meeting?			
4.	Is there a formalized procedure for: <input type="checkbox"/> announcing meetings <input type="checkbox"/> documenting and reporting to <input type="checkbox"/> Court and <input type="checkbox"/> County Officials			
5.	What is the committee's mission or stated goals?			
6.	What is the composition of the members of the committee? <input type="checkbox"/> Judges <input type="checkbox"/> Court administration <input type="checkbox"/> Others: <input type="checkbox"/> Court staff <input type="checkbox"/> Sheriff <input type="checkbox"/> Court security officers <input type="checkbox"/> County administration <input type="checkbox"/> County Commissioners <input type="checkbox"/> Local bar association <input type="checkbox"/> Law enforcement agencies <input type="checkbox"/> Emergency management authority.			
7.	Does the committee have established duties, or written goals and objectives			
8.	Has the committee done any strategic or long-term planning?			
9.	Is the committee responsible for oversight of the <input type="checkbox"/> Security Procedures Manual <input type="checkbox"/> Emergency Procedures manual?			
10.	Does the committee review all security and emergency related incident reports?			
11.	Does the committee verify that emergency drills, and testing and maintenance of security and emergency equipment has been completed?			
12.	Has a prior security survey been conducted? By whom and when?			

	ADMINISTRATIVE ISSUES	Security Advisory Committee	YES	NO	N/A
13.	<p>How well have security recommendations in prior reports been implemented? Comment:</p> <p>What significant recommendations have not been implemented?</p>				

	ADMINISTRATIVE ISSUES	Emergency Procedures	YES	NO	N/A
1.	Does the court have an emergency procedures manual?				
2.	<p>Is the manual?</p> <div> <input type="checkbox"/> Loose leaf <input type="checkbox"/> Organized by subject </div> <div> <input type="checkbox"/> Uniformly numbered <input type="checkbox"/> Standard Section format </div> <div> <input type="checkbox"/> Indexed <input type="checkbox"/> Pages dated/revised </div> <div> <input type="checkbox"/> Periodically reviewed/updated <input type="checkbox"/> All copies updated </div>				
3.	<p>Does the manual have phone numbers easily accessible for:</p> <div> <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire/Rescue </div> <div> <input type="checkbox"/> Local Police <input type="checkbox"/> Court/Building Security </div> <div> <input type="checkbox"/> Sheriff Dept. <input type="checkbox"/> State Police </div> <div> <input type="checkbox"/> Utility - gas <input type="checkbox"/> Utility - water </div> <div> <input type="checkbox"/> Utility - Electric <input type="checkbox"/> Building Maintenance </div>				
4.	<p>Are there written emergency procedures for:</p> <div> <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Fire </div> <div> <input type="checkbox"/> Bomb Threat <input type="checkbox"/> General Evacuation </div> <div> <input type="checkbox"/> Civil Disorder/Disturbance <input type="checkbox"/> Power/utility failure </div> <div> <input type="checkbox"/> Natural Disaster <input type="checkbox"/> Civil Disorder </div> <div> <input type="checkbox"/> Tornado <input type="checkbox"/> Hostage Situation </div> <div> <input type="checkbox"/> Severe Weather <input type="checkbox"/> Prisoner Escape </div> <div> <input type="checkbox"/> Flood <input type="checkbox"/> Disaster Recovery </div> <div> <input type="checkbox"/> Winter/Cold </div>				
5.	<p>Does each section:</p> <div> <input type="checkbox"/> identify key decision makers <input type="checkbox"/> define who declares an emergency </div> <div> <input type="checkbox"/> list authorized actions <input type="checkbox"/> define chain of command </div> <div> <input type="checkbox"/> give uncomplicated directions </div>				
6.	Who has the final authority to declare an emergency?				
7.	Are security plans coordinated with appropriate local, state, and federal agencies?				

	ADMINISTRATIVE ISSUES Emergency Procedures	YES	NO	N/A
8.	Does the manual contain: <input type="checkbox"/> Directory of building tenants and their phone numbers <input type="checkbox"/> Floor plans showing <input type="checkbox"/> windows, doors, and fire exits <input type="checkbox"/> utility shut offs <input type="checkbox"/> control panels <input type="checkbox"/> HVAC controls <input type="checkbox"/> alarm system controls <input type="checkbox"/> first aid kits <input type="checkbox"/> Elevator controls <input type="checkbox"/> fire extinguishers, hoses, and suppression systems			
9.	Are floor plans showing emergency exits and fire hoses and extinguishers posted throughout the building?			
10.	Are periodic security/emergency procedures meetings held with: <input type="checkbox"/> judges <input type="checkbox"/> staff <input type="checkbox"/> attorneys <input type="checkbox"/> tenants <input type="checkbox"/> supervisory staff <input type="checkbox"/> custodial/maintenance personnel			
11.	Are other tenants given periodic instruction about the various emergency procedures?			
12.	Is there a policy and procedure for reporting incidents?			
13.	What types of incidents are required to be reported?			
14.	Who are incidents reported to, and how quickly must they be reported?			

	ADMINISTRATIVE ISSUES Alarm Policies	YES	NO	N/A
1.	Is there an alarm policy?			
2.	Does the policy define all of the following? <input type="checkbox"/> who is responsible for setting alarms <input type="checkbox"/> when they will be set <input type="checkbox"/> who is responsible to turn them off <input type="checkbox"/> when they will be turned off <input type="checkbox"/> how after hours access will be allowed <input type="checkbox"/> who is responsible for responding to alarms			

	ADMINISTRATIVE ISSUES	Emergency Equipment and Staff	YES	NO	N/A
1.	Have appropriate court staff received copies and signed for relevant security policies and procedures?				
2.	Have court staff been trained in relevant policies and procedures? (e.g. First Aid, CPR, fire suppression, evacuation, bomb searches)				
3.	Is first aid equipment, including <input type="checkbox"/> oxygen and <input type="checkbox"/> universal precautions, provided throughout the courthouse?				
4.	How frequently is that equipment periodically checked and tested?				
5.	Are staff used in key roles in an emergency? (e.g. floor monitors for evacuation, fire brigade, first aid response) If yes, how:				

	ADMINISTRATIVE ISSUES	Fire Planning	YES	NO	N/A
6.	Does the local fire marshal/inspector routinely inspect the courthouse?				
7.	When was the courthouse last inspected for fire safety?				
8.	Does the courthouse comply with local fire codes?				
9.	Does the building have fire alarms?				
10.	Does the building have smoke detectors? List locations (e.g. halls only, in offices, etc.)				
11.	Does the building have fire extinguishers?				
12.	Does the building have an automatic sprinkler system?				
13.	Does the building have emergency fire hoses?				
14.	Does the building have standpipes?				
15.	Are extinguishers and hoses clearly marked, and placed appropriately?				
16.	When was the last time the following were checked or tested? <input type="checkbox"/> fire alarms <input type="checkbox"/> smoke detectors <input type="checkbox"/> fire extinguishers <input type="checkbox"/> automatic sprinkler system <input type="checkbox"/> emergency fire hoses <input type="checkbox"/> standpipes				
17.	How are fire extinguishers checked? By whom?				
18.	Are emergency exits clearly marked with an illuminated sign?				

	ADMINISTRATIVE ISSUES Fire Planning	YES	NO	N/A
19.	Are emergency exits and passages kept clear and in usable condition?			
20.	What is the estimated response time for the fire department?			

	ADMINISTRATIVE ISSUES Jury procedures	YES	NO	N/A
1.	Are there specific security policies, procedures and guidelines for juries relative to: <input type="checkbox"/> orientation <input type="checkbox"/> first day of trial <input type="checkbox"/> barring discussion <input type="checkbox"/> seclusion <input type="checkbox"/> site viewing <input type="checkbox"/> custody during deliberation <input type="checkbox"/> conduct <input type="checkbox"/> calls <input type="checkbox"/> meals <input type="checkbox"/> medication <input type="checkbox"/> communications to court			
2.	Are there emergency plans for <input type="checkbox"/> juror illness <input type="checkbox"/> medical emergency <input type="checkbox"/> emergency evacuation <input type="checkbox"/> an off site backup location to take the jury in an emergency.			
3.	Are security staff forbidden from discussing any trial related matter with jury members?			
4.	Are jurors issued buttons or identification badges?			
5.	Is there generic or model plan for handling a sequestered jury?			
6.	Does the sequestered jury plan include: <input type="checkbox"/> establishing a special task force on the high-risk trial jury <input type="checkbox"/> secured transport of the jury <input type="checkbox"/> housing for jury and security staff <input type="checkbox"/> meals and entertainment <input type="checkbox"/> handling communications and visitation <input type="checkbox"/> handling illnesses and medical emergencies <input type="checkbox"/> emergency evacuation <input type="checkbox"/> model orders and model forms <input type="checkbox"/> media limitation and regulation <input type="checkbox"/> methods to harden the grounds, courthouse, and courtroom, <input type="checkbox"/> family visitation <input type="checkbox"/> increased security screening <input type="checkbox"/> establishing a high profile case task force			

ADMINISTRATIVE ISSUES CONCERNS

Briefly describe the major concerns regarding this section.

	PERIMETER	Public Perimeter Area	YES	NO	N/A
1.	Do security staff patrol the perimeter of the building?				
2.	How frequently are <input type="checkbox"/> uniformed <input type="checkbox"/> plain clothes patrols and inspections made of the perimeter area?				
3.	Are any perimeter areas monitored by CCTV? Where:				
4.	Are any "restricted area" signs posted in the perimeter area? What is their wording:				
5.	Are there any duress alarms in the perimeter area? Describe the number and locations:				

	PERIMETER	Fences and Gates	YES	NO	N/A
1.	Is the perimeter of the courthouse grounds clearly defined by a fence, wall or other type of physical barrier?				
2.	Briefly describe the barrier: Location: Condition: Base/Anchor: Material: Top:				
3.	Does the barrier limit or control vehicle access to the courthouse?				
4.	Does the barrier limit or control pedestrian access to the courthouse?				
5.	Are gates solid and in good condition? Type of Gate:				
6.	Are gates locked properly? Type of Lock:				
7.	Are gate hinges secure and in good condition?				

	PERIMETER	Lights	YES	NO	N/A
1.	Is the perimeter lighted?				
2.	Are public perimeter areas (including parking and walkways) sufficiently lighted to discourage attacks against persons or vehicles, and allow a person to avoid a hazard?				
3.	Describe the lighting (coverage, type, etc) of: Walkways, and sidewalks Parking areas Other public areas:				
4.	Is the exterior of the building (particularly entry points) sufficiently lighted to discourage unlawful entry attempts, vandalism, or placement of explosives against the walls?				
5.	Are lights on all night? If no, list hours:				
6.	Are light fixtures suitable for outside use (i.e., weather- and tamper-resistant)?				
7.	Are lights and wiring inspected regularly? If so, by whom?				
8.	Lights are controlled: <input type="checkbox"/> automatically <input type="checkbox"/> manually				
9.	Are lighting control switches secured to prevent tampering?				
10.	Do exterior lights have an auxiliary power source?				

	PERIMETER	Parking Areas	YES	NO	N/A
1.	How is entry to, and exit from parking areas controlled? <input type="checkbox"/> security officer <input type="checkbox"/> attendant <input type="checkbox"/> electronically operated gate <input type="checkbox"/> not controlled				
2.	Who provides the guard/attendant services? What hours is it staffed?				
3.	Are parking areas monitored by CCTV?				
4.	How frequently are inspections made of parking area and vehicles, for areas not guarded or monitored through CCTV?				
5.	Is a reserved parking lot or area: <input type="checkbox"/> on courthouse grounds <input type="checkbox"/> secured during non-business hours <input type="checkbox"/> protected by a fence or wall which restricts vehicle access <input type="checkbox"/> protected by a fence or wall which restricts pedestrian access				

	PERIMETER	Parking Areas	YES	NO	N/A
6.	Are restricted area signs posted there? What do the signs say?				
7.	Do reserved parking spaces block access to the courthouse by fire or other emergency vehicles?				
8.	How is parking reserved for judges? <input type="checkbox"/> Name <input type="checkbox"/> Title <input type="checkbox"/> Number <input type="checkbox"/> Other Describe proximity to building:				
9.	How is parking reserved for court staff? <input type="checkbox"/> Name <input type="checkbox"/> Title <input type="checkbox"/> Number <input type="checkbox"/> Other Describe proximity to building:				
10.	How is parking reserved for witnesses and jurors? Describe proximity to building:				
11.	Are parking spaces rotated?				
12.	Where do police vehicles park?				
13.	Are there duress alarms in the parking area? Describe number and location.				
14.	Are there adequate communications equipment and an alarm in the guard station in the garage?				
15.	Is there direct access for judges from the parking area to non-public elevators or corridors?				

	PERIMETER	Landscaping	YES	NO	N/A
1.	Do landscaping features provide places for potential assailants, intruders, or explosives to hide? (height, clean lines, line of sight, etc.)				
2.	Describe landscaping features:				
3.	Are there items or materials that could be used as weapons, missiles, or tools? (trash receptacles, ash trays, stones, bricks, fencing)				
4.	Describe:				

PERIMETER SECURITY CONCERNS

Briefly summarize the major security concerns identified in this section.

	BUILDING EXTERIOR Exterior Walls and Doors	YES	NO	N/A
1.	Describe the building exterior walls: (construction, clean lines, line of sight, etc)			
2.	Are all exterior doors at least: <input type="checkbox"/> 1 3/4 inch steel <input type="checkbox"/> metal clad <input type="checkbox"/> solid core wood doors			
3.	Describe all exterior doors (location, construction, use, etc.)			
4.	Are all exterior doors properly equipped with: <input type="checkbox"/> cylinder locks <input type="checkbox"/> deadbolts <input type="checkbox"/> quality padlocks and hasps			
5.	Are all exterior locks <input type="checkbox"/> easily re-keyed (removable cores) <input type="checkbox"/> mounted so that they cannot be pried off <input type="checkbox"/> bolts at least 1" long and constructed or protected to prevent being cut			
6.	Are exterior padlock <input type="checkbox"/> locked to the hasp when the door is unlocked <input type="checkbox"/> hasps installed so that hasp screws cannot be removed <input type="checkbox"/> hasps constructed of a grade of steel which is difficult to cut			
7.	Is the number of doors in use reduced to the minimum necessary?			
8.	Are there any exterior doors with windows?			
9.	How are exterior doors with windows secured? What measures are taken to prevent access to the lock through the window?			
10.	Are exterior doors equipped with intrusion alarms?			
11.	What alarm devices are used?			
12.	How are emergency doors secured to prevent unauthorized use? <input type="checkbox"/> local alarm <input type="checkbox"/> alarm to central location <input type="checkbox"/> delayed exit device <input type="checkbox"/> other:			

	BUILDING EXTERIOR	Exterior Walls and Doors	YES	NO	N/A
13.	How are exterior door hinge pins secured to prevent easy removal? <input type="checkbox"/> located internally <input type="checkbox"/> welded <input type="checkbox"/> other:				
14.	How are emergency doors secured when the building is not in use?				
15.	Are emergency doors secured to prevent unauthorized access but equipped to allow emergency egress?				
16.	Are exterior locks sufficient, or exterior door frames built, so the door cannot be forced open by spreading the frame?				
17.	Are all unused doors locked to restrict access?				
18.	Are all unused doors alarmed?				

	BUILDING EXTERIOR	Windows	YES	NO	N/A
1.	How are windows that could be accessed for intrusion secured? <input type="checkbox"/> locking devices w/o key <input type="checkbox"/> locking devices w/key <input type="checkbox"/> metal bars <input type="checkbox"/> mesh <input type="checkbox"/> intrusion alarms <input type="checkbox"/> glass break <input type="checkbox"/> foil tape <input type="checkbox"/> motion sensor <input type="checkbox"/> other:				
2.	Are metal bars and mesh securely fastened to prevent easy removal?				
3.	Are any accessible windows made of tempered glass?				
4.	Are any accessible windows made of impact resistant plastic?				
5.	How are all other windows protected?				
6.	Are all windows not used for ventilation permanently sealed or locked?				

	BUILDING EXTERIOR	Roof	YES	NO	N/A
1.	Is the exterior roof accessible by: <input type="checkbox"/> fire escape <input type="checkbox"/> another building <input type="checkbox"/> a pole or tree <input type="checkbox"/> other means:				
2.	How is internal access to the roof controlled?				
3.	Are all roof openings (doors, skylights, etc) locked or securely fastened from the inside?				
4.	Are all roof openings alarmed?				

	BUILDING EXTERIOR	Other openings and emergency power	YES	NO	N/A
1.	Are other openings to the buildings (tunnels, utility and sewer manholes, culverts, service ports) secured to prevent unauthorized access?				
2.	Is the main power source dependable?				
3.	How many power related problems, or disruptions have they had in the last year?				
4.	Describe the emergency power source:				
5.	Is the emergency power source in a secured area?				
6.	How is the emergency power source maintained?				
7.	How often is the emergency power source tested? Who tests it? When was it last tested?				

BUILDING EXTERIOR SECURITY CONCERNS

Briefly summarize the major security concerns identified in this section.

	BUILDING INTERIOR: EQUIPMENT Intrusion Alarms	YES	NO	N/A
1.	Does the building have an intrusion alarm system?			
2.	Who is responsible for setting alarms?			
3.	When is the alarm system set?			
4.	Who is responsible to turn the alarm system off?			
5.	When is the alarm system turned off?			
6.	Who is responsible for responding to alarms?			
7.	Is after-hours access allowed after the system is set?			
8.	Is there a schedule to test all components of the intrusion alarm system?			
9.	Is the schedule being followed? (verify logs) When was the last time it was tested?			
10.	How is the alarm system tested? Who tests it?			
11.	Does the alarm system have an auxiliary power source?			
12.	Is the system covered under a service and maintenance contract?			
13.	Who is the alarm service and maintenance provider?			
14.	Are system vendors: <input type="checkbox"/> Licensed by the State Police <input type="checkbox"/> Install U/L approved equipment			
15.	Where is the alarm system monitored? <input type="checkbox"/> sheriff's department <input type="checkbox"/> sheriff's department dispatch <input type="checkbox"/> local law enforcement office <input type="checkbox"/> local law enforcement dispatch <input type="checkbox"/> commercial central station <input type="checkbox"/> proprietary system (e.g. security office) <input type="checkbox"/> local alarm (e.g. audible alarm on building exterior) Name:			
16.	Who maintains records of all alarm signals (e.g. time, date, location, cause, and action taken)?			
17.	What is done to review the alarm records?			

	BUILDING INTERIOR: EQUIPMENT Intrusion Alarms	YES	NO	N/A
18.	<p>List the EXTERIOR components (e.g. magnetic contact, glass break, motion sensor, etc.):</p> <p>Walls:</p> <p>Roof:</p> <p>Doors:</p> <p>Windows:</p> <p>Describe weaknesses or gaps:</p>			
19.	<p>List the PUBLIC INTERIOR components:(e.g. magnetic contact, photoelectric beam, motion sensor, etc.):</p> <p>Doors:</p> <p>Hallways/Stairway</p> <p>Elevator</p> <p>Describe weaknesses or gaps:</p>			
20.	<p>List the JUDICIAL AREA AND COURT RELATED OFFICES components: (e.g. magnetic contact, photoelectric beam, audio detection, motion sensor, etc.):</p> <p>Office Interior:</p> <p>Doors:</p> <p>Hallways/Stairway</p> <p>Describe weaknesses or gaps:</p>			
21.	<p>List the HIGH RISK AREA components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.):</p> <p>Evidence locker</p> <p>Safes/vaults</p> <p>Describe weaknesses or gaps:</p>			
22.	Has a floor plan designating each alarm been developed?			

	BUILDING INTERIOR: EQUIPMENT Access Control: Electronic	YES	NO	N/A
1.	<p>What are the components of the electronic access control system?</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Key-pad <input type="checkbox"/> fixed position pad <input type="checkbox"/> electronically scrambled pad</p> <p><input type="checkbox"/> Card-key <input type="checkbox"/> swipe <input type="checkbox"/> card reader <input type="checkbox"/> proximity <input type="checkbox"/> other:</p> <p><input type="checkbox"/> Biometrics <input type="checkbox"/> finger print <input type="checkbox"/> hand geometry <input type="checkbox"/> palm <input type="checkbox"/> voice <input type="checkbox"/> signature <input type="checkbox"/> iris recognition/retina scan <input type="checkbox"/> other:</p> <p><input type="checkbox"/> Remote release lock monitored by: <input type="checkbox"/> closed-circuit TV <input type="checkbox"/> intercom <input type="checkbox"/> visual inspection <input type="checkbox"/> other:</p> <p><input type="checkbox"/> Other:</p>			
2.	<p>Who is responsible for the electronic access control system?</p> <p><input type="checkbox"/> supervisory level person Name:</p>			
3.	How are the places and times that an individual's card key or code number is allowed to enter determined to limit access?			
4.	Is there a system in place to temporarily give after hours or weekend access, as opposed to open access?			
5.	Are access control cards/codes easily changed, or deactivated?			
6.	Can the access control official tell which cards/codes each individual has been issued?			
7.	Can the access control official determine who has access to any given area?			
8.	How is card access controlled for any given area?			
9.	Is any written authorization required before cards/codes are issued?			
10.	Does the written authorization specify exactly which areas the individual should be given access to?			
11.	How often are combinations to electronic touch pad locks changed?			
12.	Are codes changed or cards deactivated if lost, or not surrendered by terminated employee?			

	BUILDING INTERIOR: EQUIPMENT Access Control: Electronic	YES	NO	N/A
13.	How much information is available in the access control records? (e.g. individual, entry time, places, etc) How long is the information maintained?			
14.	If staff forget or lose their card, what do they do?			
15.	How is entry to the access control system secured?			
16.	Are keys issued which bypass use of the electronic system? When are they used?			
17.	Does an alarm ring if keys are used instead of the electronic system? What is the response to the alarm?			

	BUILDING INTERIOR: EQUIPMENT Access Control: Mechanical Locks	YES	NO	N/A
1.	Are any mechanical push button locks used? List locations:			
2.	How often are combinations to mechanical locks changed?			
3.	When was the combination changed last?			

	BUILDING INTERIOR: EQUIPMENT Access Control: Key Control	YES	NO	N/A
1.	Who is responsible for the key control system?			
2.	Is the key control function handled by a supervisory level person?			
3.	Are locks easily re-keyed (e.g. changeable cores)?			
4.	Can the key-control official replace locks and keys at their discretion?			
5.	Is an inventory record maintained to identify all locks (e.g. key number and location) in the building?			
6.	Can the key group and lock number for each location be identified from the key control records?			
7.	Can the key control official tell which keys each individual has been issued?			

	BUILDING INTERIOR: EQUIPMENT Access Control: Key Control	YES	NO	N/A
8.	Can the key control official determine who has access to any given area (including master keys)?			
9.	How is distribution of keys controlled for any given area?			
10.	Is written authorization required before keys are issued?			
11.	Does the written authorization specify exactly which areas the individual should be given access to?			
12.	Does a person receiving keys sign a receipt for them?			
13.	How is distribution of building entrance keys controlled?			
14.	Is a separate key (group) required for exterior access to the building?			
15.	Rather than issuing keys, is there a sign out or check out system in place to get keys for after hours or weekend access?			
16.	Is a system in place to periodically change lock cores or locks?			
17.	As areas are re-keyed, are all keys accounted for? How?			
18.	Are areas re-keyed if keys are lost or not surrendered by terminated employee?			
19.	Are building locks zoned to allow use of sub-masters in a particular zone or office?			
20.	Are all keys stamped "RESTRICTED-DO NOT DUPLICATE"?			
21.	Must duplication of keys be approved by the key-control officer?			
22.	Are keys stored in a locked cabinet?			
23.	Where is the key to the key storage cabinet secured?			
24.	How many extra sets of lock cores are maintained?			
25.	How many master or grand-master keys have been issued? How are they secured?			

	BUILDING INTERIOR: EQUIPMENT Weapons Screening	YES	NO	N/A
1.	Is any screening done to search for weapons or contraband?			
2.	Are there written weapons screening policies or administrative orders?			
3.	Are there signs posted at all entrances announcing weapons screening?			
4.	What do the signs say?			

	BUILDING INTERIOR: EQUIPMENT Weapons Screening	YES	NO	N/A
5.	List the location of each weapons screening station, and list the number of staff:			
6.	Are all people and packages searched at all public entrances for weapons and explosives?			
7.	Who is allowed to use private entrances that are unscreened?			
8.	Who is allowed to by-pass weapons screening at public entrances?			
9.	How are individuals screened? (list manufacturer and model) <input type="checkbox"/> Metal detector - walkthrough <input type="checkbox"/> Metal detector - handheld <input type="checkbox"/> Visual inspection <input type="checkbox"/> Other:			
10.	How are purses, briefcases, and packages screened? (list manufacturer and model) <input type="checkbox"/> Visual inspection <input type="checkbox"/> X-ray <input type="checkbox"/> E-scan <input type="checkbox"/> Other:			
11.	Are searches conducted uniformly not to unfairly or arbitrarily single out any group?			
12.	What is considered a weapon and/or contraband?			
13.	How are situations handled when a weapon or contraband is found? For legally possessed weapon/contraband? For illegally possessed weapon/contraband?			
14.	Have security staff been trained to conduct searches?			
15.	Are individuals who set off a metal detector allowed to leave without being searched, if they choose to?			

	BUILDING INTERIOR: EQUIPMENT Weapons Screening	YES	NO	N/A
16.	How frequently is the screening equipment tested/recalibrated?			
17.	When was the screening equipment last tested?			
18.	How is the screening equipment tested?			
19.	Who provides maintenance for the screening equipment? How frequently?			
20.	How are staff at screening stations relieved for breaks, etc?			
21.	Have any audits been conducted to insure staff compliance with screening?			
22.	Does the staff adequately screen: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> wheel chairs <input type="checkbox"/> strollers <input type="checkbox"/> purses <input type="checkbox"/> attorney or staff parcels </div> <div> <input type="checkbox"/> babies <input type="checkbox"/> diaper bags <input type="checkbox"/> brief cases </div> </div>			
23.	Stand back and watch each post: Is anyone allowed to bypass security screening? What is the potential of someone circumventing system? Are all parcels being screened? If someone is searched further, how thorough is the search?			
24.	What accommodation is made to assist officers faced with having to search the opposite gender?			

	BUILDING INTERIOR: EQUIPMENT Courtroom Security Devices	YES	NO	N/A
1.	Is the bench equipped with, or contain ballistic resistant protective materials? <input type="checkbox"/> Type I <input type="checkbox"/> Type II-A <input type="checkbox"/> Type II <input type="checkbox"/> Type III-A <input type="checkbox"/> Type III <input type="checkbox"/> Type IV <input type="checkbox"/> Other: <input type="checkbox"/> Describe:			
2.	Is weapons screening available for use for high security trials? List components:			
3.	Are duress alarm buttons installed at: <input type="checkbox"/> none <input type="checkbox"/> the bench <input type="checkbox"/> clerk's station <input type="checkbox"/> bailiff's station <input type="checkbox"/> judges chambers <input type="checkbox"/> judge's secretary's desk <input type="checkbox"/> other (specify):			
4.	Describe the duress alarm button: <input type="checkbox"/> one button <input type="checkbox"/> two button or designed prevent false alarm <input type="checkbox"/> fixed <input type="checkbox"/> portable			
5.	Where does the duress alarm ring?			
6.	Is there an acceptable response capability for courtroom duress alarms? Who responds to the alarm? Who backs up responder?			
7.	Is there a "no call back" policy in place?			
8.	Does this alarm have an audio-monitoring and/or CCTV-monitoring capability?			
9.	Is a sound level sensor duress system in place?			
10.	Are routine checks/tests made of (include last date tested): <input type="checkbox"/> duress alarms <input type="checkbox"/> intrusion alarms <input type="checkbox"/> emergency lighting <input type="checkbox"/> metal detectors			
11.	Does each courtroom have: <input type="checkbox"/> telephone <input type="checkbox"/> public address system <input type="checkbox"/> radio transmitter <input type="checkbox"/> video arraignment equipment <input type="checkbox"/> bailiff equipped with a portable 2-way radio			
12.	Does the bailiff's 2-way radio network with: <input type="checkbox"/> sheriff's base station <input type="checkbox"/> security office <input type="checkbox"/> other (specify):			

	BUILDING INTERIOR: EQUIPMENT Courtroom Security Devices	YES	NO	N/A
13.	What covert restraints are available for use on high risk prisoners?			
14.	Are additional restraining devices available for use in the courtroom? List type and location stored.			

	BUILDING INTERIOR: EQUIPMENT Safe and Vaults	YES	NO	N/A
1.	Are safes and vaults equipped with an intrusion alarm system? List the components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.			
2.	Are combinations routinely changed when personnel leave?			
3.	When was the combination last changed?			
4.	Are safes weighing less than 750 pounds securely fastened to the floor, wall, or set in concrete?			
5.	Does the safe or vault area have fire suppression equipment? Describe type.			
6.	Does the safe or vault area have fire detection equipment? Describe type.			
7.	Is the safe or vault fire rated? List UL rating.			

BUILDING INTERIOR: EQUIPMENT SECURITY CONCERNS

Briefly summarize the major related concerns identified in this section.

	BUILDING INTERIOR: PUBLIC Elevators	YES	NO	N/A
3.	Are prisoner elevators equipped with: <input type="checkbox"/> access control system <input type="checkbox"/> bypass unnecessary floors <input type="checkbox"/> bars/grates separate prisoners from escorts <input type="checkbox"/> duress alarms <input type="checkbox"/> telephones <input type="checkbox"/> CCTV <input type="checkbox"/> other (specify)			

	BUILDING INTERIOR: PUBLIC Public Areas	YES	NO	N/A
1.	Do uniformed security staff routinely patrol the interior of the building?			
2.	Are signs and building directories posted at all public entrances?			
3.	Are public waiting areas/rooms: <input type="checkbox"/> near the courtrooms <input type="checkbox"/> routinely searched <input type="checkbox"/> equipped with drop or removable ceilings			
4.	Do any trash receptacles, furnishings, or other features in public areas allow easy concealment of contraband or explosives?			
5.	Are restrooms: <input type="checkbox"/> routinely searched <input type="checkbox"/> near the courtrooms <input type="checkbox"/> equipped with drop or removable ceilings			
6.	Do any trash receptacles or other features in restrooms allow easy concealment of contraband?			
7.	Are emergency directions (directions and floor plans, if appropriate) clearly posted in all public areas?			
8.	Are there any furnishings that could be used as weapons or thrown? (e.g. seating secured, bolted down, etc.) List:			

	BUILDING INTERIOR: PUBLIC Witness waiting	YES	NO	N/A
1.	Are witness waiting rooms provided?			
2.	Is it possible to separate prosecution and defense witnesses?			
3.	What is the policy or protocol for use of witness waiting rooms?			
4.	How well publicized is the availability of witness waiting rooms?			

	BUILDING INTERIOR: PUBLIC	Witness waiting	YES	NO	N/A
5.	What are the procedures for handling <input type="checkbox"/> opposing witnesses <input type="checkbox"/> hostile individuals <input type="checkbox"/> threatened witnesses				
6.	Is there a procedure for escort or security of threatened witnesses?				
7.	Are lighting control switches readily accessible?				
8.	Describe the furnishings in the witness waiting area (are they secured or loose): lamps: tables: seating:				

	BUILDING INTERIOR: PUBLIC	Attorney/client conference rooms	YES	NO	N/A
1.	Are rooms provided in the courthouse for attorney-client conferences?				
2.	Describe the furnishings in the conference area (are they secured or loose): lamps: tables: seating:				
3.	How secure are these facilities to handle conferences with in-custody prisoners? Do the rooms have drop or removable ceilings? Can the rooms be locked?				
4.	Are the rooms routinely searched for contraband before and after use?				
5.	Are conferences with prisoners visually observed at all times?				
6.	How are attorney conferences with prisoners controlled?				

BUILDING INTERIOR PUBLIC AREA SECURITY CONCERNS

Briefly summarize the major concerns identified in this section.

	BUILDING INTERIOR: RESTRICTED Storage Areas for Arms and Dangerous Substances	YES	NO	N/A
1.	<p>Which of the following are stored in the courthouse?</p> <p><input type="checkbox"/> weapons list type and location:</p> <p><input type="checkbox"/> ammunition list type and location:</p> <p><input type="checkbox"/> tear gas list type and location:</p> <p><input type="checkbox"/> other flammable, solvents, hazardous substances list type and location:</p>			
2.	<p>Are items listed above stored in a:</p> <p><input type="checkbox"/> restricted area <input type="checkbox"/> secured room?</p>			
3.	<p>Does the storage area have</p> <p><input type="checkbox"/> intrusion alarm</p> <p><input type="checkbox"/> door at least 1 3/4 inch metal, metal clad, or solid core wood</p> <p><input type="checkbox"/> fire rated door</p> <p><input type="checkbox"/> properly equipped with cylinder or deadbolt lock, or quality padlock and hasp</p> <p><input type="checkbox"/> hinge pins concealed or welded to prevent removal</p> <p><input type="checkbox"/> windows secured with steel bars, or mesh, or permanently sealed</p> <p><input type="checkbox"/> good ventilation</p> <p><input type="checkbox"/> fire detection equipment; describe:</p> <p><input type="checkbox"/> fire suppression equipment; describe:</p>			

	BUILDING INTERIOR: RESTRICTED Evidence Storage Areas	YES	NO	N/A
1.	Are there policies and procedures to ensure that evidence is protected from tampering, theft, and damage or destruction.			
2.	<p>Are there controls established for handling evidence:</p> <p><input type="checkbox"/> in court during proceedings <input type="checkbox"/> during breaks <input type="checkbox"/> overnight.</p>			
3.	<p>Do policies define who is responsible for handling evidence:</p> <p><input type="checkbox"/> in court during proceedings <input type="checkbox"/> during breaks <input type="checkbox"/> overnight.</p>			
4.	Do evidence procedures include recording its removal from a secured area.			
5.	Is evidence stored in a safe or vault?			
6.	Is evidence stored in a secure reinforced room or closet?			

	BUILDING INTERIOR: RESTRICTED Evidence Storage Areas	YES	NO	N/A
7.	How is access to the evidence storage area limited and controlled? <input type="checkbox"/> Intrusion alarm <input type="checkbox"/> Electronic locks <input type="checkbox"/> combinations <input type="checkbox"/> biometric devices <input type="checkbox"/> card key <input type="checkbox"/> Door at least 1 3/4 inch metal, metal clad, or solid core wood <input type="checkbox"/> Properly equipped with cylinder or deadbolt lock, or quality padlock and hasp <input type="checkbox"/> Hinge pins concealed or welded to prevent removal <input type="checkbox"/> Windows secured with steel bars, or mesh, or permanently sealed			
8.	Does the evidence storage area have: <input type="checkbox"/> fire rated door <input type="checkbox"/> fire detection equipment; describe: <input type="checkbox"/> fire suppression equipment; describe:			
9.	Are there special accommodations handling for large sums of cash, drugs, or other valuable objects?			
10.	Are there procedures for periodically inventorying and accounting for evidence?			
11.	Are there special precautions for securing or disabling any evidence that could be used as a weapon? <input type="checkbox"/> guns <input type="checkbox"/> flammable liquids <input type="checkbox"/> knives <input type="checkbox"/> chemicals <input type="checkbox"/> blunt objects			

	BUILDING INTERIOR: RESTRICTED Storage Areas for Records	YES	NO	N/A
1.	Where are files stored and secured: <input type="checkbox"/> in the clerks office? <input type="checkbox"/> outside of the clerks office? <input type="checkbox"/> while in the courtroom?			
2.	Is the area equipped with an intrusion alarm system? List the components (e.g. magnetic contact, proximity, pressure mats, motion sensor, etc.			
3.	Does the area have fire detection equipment? Describe type.			
4.	Does the area have fire suppression equipment? Describe type.			
5.	Are current records stored in locked rooms or locked filing cabinets during nonbusiness hours?			
6.	Are records storage areas inaccessible to unauthorized persons?			
7.	Are there check-out procedures for all records?			
8.	Who is allowed to remove files from the clerk's office?			

	BUILDING INTERIOR: RESTRICTED Storage Areas for Records	YES	NO	N/A
9.	Is space available in or near the clerk's office for the public to review the documents?			

	BUILDING INTERIOR: RESTRICTED Offices Handling Money	YES	NO	N/A
1.	Is access to the cashier's area restricted?			
2.	Does the cashier's window have security features: <input type="checkbox"/> Ballistic resistant protective material <input type="checkbox"/> Pass through tray <input type="checkbox"/> Communication device <input type="checkbox"/> Duress alarm (list termination point:) <input type="checkbox"/> Locking register or cash drawer <input type="checkbox"/> Separate drawers maintained for each cashier <input type="checkbox"/> Other:			
3.	Is a significant amount of cash held in the office overnight or on weekends?			
4.	Is money held after-hours in a safe, vault, or strongbox?			
5.	Are deposits made daily, depositing that day's or previous days receipts?			
6.	Who escorts the employee carrying the deposit to the bank? <input type="checkbox"/> No one <input type="checkbox"/> Sheriff Department <input type="checkbox"/> Local Police <input type="checkbox"/> Court Security Officer <input type="checkbox"/> Other:			
7.	Is the deposit taken to the bank by a private courier? List.			
8.	Supreme Court Finance Audit issues resolved (list):			

	BUILDING INTERIOR: RESTRICTED Courtroom	YES	NO	N/A
1.	Do spaces above, below, and next to the judicial facility or courtroom present a security hazard?			
2.	Are all unused doors secured?			
3.	Is the courtroom locked at all times when unused?			

	BUILDING INTERIOR: RESTRICTED Courtroom	YES	NO	N/A
4.	Are the keys to all doors strictly controlled? Who has keys?			
5.	Are there separate entrances into the courtroom for: <input type="checkbox"/> judges, court staff, jurors <input type="checkbox"/> in-custody defendants <input type="checkbox"/> spectators			
6.	Are all windows draped to obscure vision (particularly of the bench) from outside?			
7.	Is the prisoner entry door far enough from public areas to prevent passing weapons or contraband?			
8.	Is prisoner seating 6-8 feet from public areas to prevent passing weapons or contraband?			
9.	Is there emergency lighting in the courtroom? <input type="checkbox"/> battery <input type="checkbox"/> generator			
10.	How are lighting control switches secured to prevent tampering?			
11.	Is the litigation arena or well separated from the spectators by a barrier? Describe the barrier: Describe gate and lock:			
12.	Is the judge's bench closed at both ends to prevent access from the well and witness stand?			
13.	Are the defendant's chair and the witness chair constructed to allow use of restraints?			
14.	Are spectator seats solidly built and fastened to the floor?			
15.	Are regular searches of the courtroom made before each session?			
16.	Are potential weapons, such as drinking glasses, water carafes, etc. kept out of the defendant's reach?			
17.	Are microphone stands secured to prevent use as a weapon.			

	BUILDING INTERIOR: RESTRICTED Courtroom Procedures	YES	NO	N/A
1.	Are policies and procedures: <input type="checkbox"/> agreed between sheriff/security and chief judge ? <input type="checkbox"/> signed by sheriff/security and chief judge? <input type="checkbox"/> administratively ordered by the chief judge?			

	BUILDING INTERIOR: RESTRICTED Courtroom Procedures	YES	NO	N/A
2.	Do courtroom policies: <ul style="list-style-type: none"> <input type="checkbox"/> require that all are locked at times when not in use; Who is responsible: <input type="checkbox"/> require regular systematic searches of the courtroom; Who is responsible: <input type="checkbox"/> specify what conduct will or will not be allowed in the courtroom and security staff response <input type="checkbox"/> allow for restraint/removal of disruptive individuals <input type="checkbox"/> require all to obey directive of officers <input type="checkbox"/> require that spectators stay seated during proceedings <input type="checkbox"/> restrict approaching bench and entering litigation arena <input type="checkbox"/> restrict packages and parcels <input type="checkbox"/> restrict weapons for <ul style="list-style-type: none"> <input type="checkbox"/> public/litigants <input type="checkbox"/> police spectator/litigants <input type="checkbox"/> police witnesses <input type="checkbox"/> security officers 			
3.	Are any administrative orders posted outlining conduct not allowed in the courtroom?			
4.	When are security staff in the courtrooms: <ul style="list-style-type: none"> <input type="checkbox"/> all times while in session <input type="checkbox"/> other: 			
5.	Are there enough court security staff to: <ul style="list-style-type: none"> <input type="checkbox"/> observe each in-session courtroom <input type="checkbox"/> patrol the building at large <input type="checkbox"/> provide high visibility at court entrances 			
6.	Is there a process that may be used to request additional security staff?			
7.	Is any risk analysis done to verify that enough staff are available for any given proceeding?			
8.	Is there a written agreement between the sheriff and/or security service provider, and the court outlining the security policy?			
9.	Does the policy regarding security staffing: <ul style="list-style-type: none"> <input type="checkbox"/> set staffing levels <input type="checkbox"/> designate who may be assigned <input type="checkbox"/> provide for regular rotation of officers between posts <input type="checkbox"/> provide for regular rotation of officers between judges <input type="checkbox"/> suggest placement of officers during hearings and different contingencies <input type="checkbox"/> specify procedures for controlling the public in the courtroom 			
10.	How familiar are security officers with the policy on duties and authority?			
11.	Are security staff in uniform?			
12.	Do security staff have adequate time and attention to devote to their security function (i.e., clerical or other functions do not take precedence over security)?			
13.	What non-security duties are security staff required to perform?			
14.	Are prisoners primarily supervised by security staff in the courtroom?			
15.	Are prisoners kept in restraints except when in the courtroom?			

	BUILDING INTERIOR: RESTRICTED Courtroom Procedures	YES	NO	N/A
16.	Are there procedures for the emergency evacuation from the courtroom?			
17.	Per policy, who is responsible for evacuating: <input type="checkbox"/> prisoners <input type="checkbox"/> judges <input type="checkbox"/> jurors			
18.	Have bailiffs or security staff been trained in the procedures for the emergency evacuation of: <input type="checkbox"/> prisoners <input type="checkbox"/> judges <input type="checkbox"/> jurors			
19.	Is there a procedure for a weapons and contraband search operation for entry to courtrooms?			
20.	Are persons facing sentencing searched prior to entering court?			
21.	Have court staff been trained in relevant policies and procedures?			
22.	Have appropriate court staff received copies and signed for relevant: <input type="checkbox"/> security policies and procedures <input type="checkbox"/> emergency policies and procedures			
23.	Have judges been trained on procedures and their role in emergency evacuation of the courtroom?			
24.	Have court staff been trained on procedures and their role in emergency evacuation of the courtroom			
25.	Do policies and procedures appear to be uniformly applied throughout the court facility and in all courtrooms?			

	BUILDING INTERIOR: RESTRICTED Judicial Chambers	YES	NO	N/A
1.	Is there a private secured traffic pattern that allows access to court offices, chambers, and courtroom?			
2.	Are prisoners transported through the chambers area? If yes, list precautions:			
3.	How is visitor access to chambers controlled? <input type="checkbox"/> electronic release locks with: <input type="checkbox"/> CCTV <input type="checkbox"/> intercom <input type="checkbox"/> visual <input type="checkbox"/> other: Who is responsible for screening visitors? Who escorts visitors?			
4.	Are judges' chambers routinely searched?			

	BUILDING INTERIOR: RESTRICTED Judicial Chambers	YES	NO	N/A
5.	Who screens the judges mail? How are suspicious packages or letters examined before delivery to judges?			
6.	Do the chambers have more than one entry/exit?			
7.	Does each chamber have: <input type="checkbox"/> More than one entry/exit <input type="checkbox"/> Lock on each door <input type="checkbox"/> Doors with automatic closing and locking hardware <input type="checkbox"/> Duress alarm <input type="checkbox"/> portable Were does the duress alarm ring <input type="checkbox"/> Emergency lighting <input type="checkbox"/> Telephone <input type="checkbox"/> Windows <input type="checkbox"/> covered (curtains, reflective film, etc) <input type="checkbox"/> screened <input type="checkbox"/> ground level <input type="checkbox"/> barred <input type="checkbox"/> ballistic resistant			
8.	Are the chambers routinely locked when the judge is not present?			
9.	When occupied by the judge, are the chambers' doors usually: <input type="checkbox"/> open <input type="checkbox"/> closed <input type="checkbox"/> locked			
10.	Are outside views into chambers (especially of judges' desk) obscured?			
11.	Do any judges wear their robes outside of the courtroom and chambers?			
12.	Does the door between the chambers and courtroom contain a deadbolt lock?			
13.	Is the lock secured when the judge is not on the bench?			
14.	Are ballistic resistant vests available to judges: <input type="checkbox"/> routinely <input type="checkbox"/> during high-risk or sensitive trials			
15.	Are judges escorted between parking areas, chambers, and the courtroom <input type="checkbox"/> routinely <input type="checkbox"/> during high-risk or sensitive trials?			
16.	Do any judges carry firearms?			

	BUILDING INTERIOR: RESTRICTED Jury Deliberation Room	YES	NO	N/A
1.	Is the jury deliberation room attached to the courtroom or accessible through a controlled passage?			
2.	Are rest rooms provided as an integral part of the deliberation area?			

	BUILDING INTERIOR: RESTRICTED Jury Deliberation Room	YES	NO	N/A
3.	Does each deliberation room have: <input type="checkbox"/> Lock on the door <input type="checkbox"/> Emergency lighting <input type="checkbox"/> Windows <input type="checkbox"/> covered (curtains, reflective film, etc) <input type="checkbox"/> screened <input type="checkbox"/> ground level <input type="checkbox"/> barred <input type="checkbox"/> ballistic resistant			
4.	Is the deliberation room soundproofed well enough to prevent unauthorized persons from eavesdropping?			
5.	Is the deliberation room searched for contraband before occupancy?			
6.	Is the deliberation room locked when unoccupied?			

	BUILDING INTERIOR: RESTRICTED Prisoner Entry	YES	NO	N/A
1.	Are prisoners brought from jail to the court facility by (mark all that apply): <input type="checkbox"/> tunnel <input type="checkbox"/> bridge <input type="checkbox"/> vehicle <input type="checkbox"/> foot <input type="checkbox"/> other:			
2.	Are prisoners brought from into court facility through (mark all that apply): <input type="checkbox"/> sally port <input type="checkbox"/> private entrance <input type="checkbox"/> secured elevator <input type="checkbox"/> public hallway <input type="checkbox"/> other: <div style="display: inline-block; vertical-align: top; width: 150px;"> <input type="checkbox"/> public entrance <input type="checkbox"/> secured stairway <input type="checkbox"/> private hallway </div>			
3.	Is the prisoner entrance area equipped with gates/doors that can close the area to the public?			
4.	Is there more than one way for vehicles to exit the area?			
5.	Are gates electronically controlled from a remote station?			
6.	Is an interlocking system used so that the outer gate/door can be closed and locked before the interior door is opened?			
7.	Are law enforcement officers required to leave guns in locked cabinets before entering secure prisoner areas?			
8.	Is this area used exclusively for prisoner movement?			
9.	Which of the following prisoner areas are monitored by closed circuit TV: <input type="checkbox"/> Prisoner entry/reception <input type="checkbox"/> Prisoner passageway <input type="checkbox"/> Prisoner stairway <div style="display: inline-block; vertical-align: top; width: 150px;"> <input type="checkbox"/> Holding Cell <input type="checkbox"/> Secured elevator </div>			

	BUILDING INTERIOR: RESTRICTED Prisoner Entry	YES	NO	N/A
10.	Which of the following prisoner areas have duress alarms: <input type="checkbox"/> Prisoner entry/reception <input type="checkbox"/> Holding Cell <input type="checkbox"/> Prisoner passageway <input type="checkbox"/> Secured elevator <input type="checkbox"/> Prisoner stairway			
11.	Is the entrance for prisoners out of public view?			

	BUILDING INTERIOR: RESTRICTED Prisoner Holding Cells	YES	NO	N/A
1.	Are temporary holding facilities located in the court building? <input type="checkbox"/> Central holding area <input type="checkbox"/> Holding cells adjacent to courtrooms			
2.	If not, where and how are prisoners held?			
3.	How many holding cells are there? List location, capacity, and proximity to the courtrooms.			
4.	Do temporary holding cells open directly into: <input type="checkbox"/> the courtroom <input type="checkbox"/> a restricted passage			
5.	Does each cell have adequate: <input type="checkbox"/> size (70 sq ft minimum) <input type="checkbox"/> fixed benches <input type="checkbox"/> toilet facility <input type="checkbox"/> wash basin <input type="checkbox"/> lighting <input type="checkbox"/> controlled from outside the cell) <input type="checkbox"/> emergency lighting <input type="checkbox"/> view of entire cell <input type="checkbox"/> in-door observation ports			
6.	Are cells built securely and in a way that reduces opportunities for self-inflicted injuries by prisoners (metal bars, phone cords, etc.)?			
7.	Is at least one holding cell equipped for audio and/or visual coverage of courtroom proceedings?			

	BUILDING INTERIOR: RESTRICTED Prisoner Holding Cells	YES	NO	N/A
8.	How are cell doors locked and unlocked: <input type="checkbox"/> electrically <input type="checkbox"/> manually <input type="checkbox"/> remote command center <input type="checkbox"/> directly (e.g. w/key) <input type="checkbox"/> both remotely and directly			
9.	Are keys issued to people other than security personnel for: <input type="checkbox"/> temporary holding cells <input type="checkbox"/> prisoner elevators <input type="checkbox"/> secured passageways			
10.	Are temporary holding area keys ones that cannot normally be duplicated commercially?			
11.	Are security staff prohibited from removing keys from the building?			
12.	Are prisoners searched prior to entering or leaving a holding cell?			
13.	Are cells and areas used by prisoners searched for contraband before and after use?			
14.	Are prisoners kept in restraints except when in the cell?			
15.	Are additional restraining devices available? What are they? Where are they located?			
16.	Are juveniles separated (by sight and sound) from other prisoners?			
17.	Are female prisoners separated (by sight and sound) from male prisoners?			
18.	Are there appropriate accommodations for mentally ill and handicapped prisoners?			
19.	Are there written procedures for the emergency evacuation of prisoners from temporary holding areas?			
20.	Is the emergency evacuation route secured?			
21.	Are a complete set of emergency keys maintained in a secured area? How are they secured?			
22.	Is a self-contained breathing apparatus available? List locations			
23.	Have security and transportation officers been trained on procedures for emergency evacuation of prisoners from temporary holding areas?			
24.	Is there a procedure for handling the medical emergencies of prisoners?			
25.	Have officers been trained in procedures for handling medical emergencies?			

	BUILDING INTERIOR: RESTRICTED Prisoner Secured Passageways	YES	NO	N/A
1.	Do prisoners walk through public areas when going from temporary holding areas to court?			
2.	Are prisoners brought from the courthouse holding area in the courtroom by (mark all that apply): <input type="checkbox"/> public elevator <input type="checkbox"/> secured elevator <input type="checkbox"/> stairway <input type="checkbox"/> public hallway <input type="checkbox"/> private hallway <input type="checkbox"/> private entrance <input type="checkbox"/> public entrance			
3.	Are restricted passages also used by judges and court staff?			
4.	Are keys to secure passageways issued to people other than sheriff's personnel? If so, to whom?			
5.	Are the stairways used for prisoner movement adequately lighted?			
6.	Are stairways and stairwells enclosed with protective metal grilles?			

	BUILDING INTERIOR Gun Cabinets	YES	NO	N/A
1.	Are the number of gun cabinets adequate?			
2.	Are gun storage areas locked with keys that cannot normally be duplicated commercially?			

BUILDING INTERIOR RESTRICTED AREA SECURITY CONCERNS

Briefly summarize the major concerns identified in this section.

	SECURITY STAFF Training	YES	NO	N/A
1.	Are security staff certified as police officers by MLEOTC?			
2.	How many hours of formal instruction or training are given to staff newly assigned to court security functions?			
3.	Are security staff required to complete and pass court security specific training?			
4.	Have security staff have been trained in relevant policies and procedures?			
5.	Have appropriate staff received copies and signed for relevant security policies and procedures?			
6.	Do security staff receive instruction on the court's "shoot-don't shoot" policy?			
7.	How often are security staff required to qualify with the weapons and ammunition that they carry on the job?			
8.	Do security staff receive in-service training and are they certified, retrained, or refreshed in high risk areas on a regular basis in: <ul style="list-style-type: none"> <input type="checkbox"/> Handguns <input type="checkbox"/> Non-lethal weapons [mace, batons, etc] <input type="checkbox"/> First aid and CPR <input type="checkbox"/> Restraints and use of force <input type="checkbox"/> Self-defense <input type="checkbox"/> Other: 			
9.	Are opportunities offered for ongoing training or refresher courses in the following areas? <ul style="list-style-type: none"> <input type="checkbox"/> Behavioral psychology <input type="checkbox"/> Laws of arrest, search, restraint, and use of force <input type="checkbox"/> Use of lethal and non-lethal weapons, and weapons retention <input type="checkbox"/> Controlling violent persons and Court disruptions <input type="checkbox"/> Bombs and bomb detection <input type="checkbox"/> Securing court facilities <input type="checkbox"/> Concealed and disguised weapons, and contraband identification and detection <input type="checkbox"/> Crowd and riot control <input type="checkbox"/> Use of all security equipment and devices <input type="checkbox"/> Fire safety and control <input type="checkbox"/> Cultural and ethnic sensitivity <input type="checkbox"/> Commands in foreign languages common to the area <input type="checkbox"/> Hostage situations <input type="checkbox"/> Protection of persons at risk <input type="checkbox"/> Jury management, and sequestered juries <input type="checkbox"/> High risk trial policy and procedures <input type="checkbox"/> Prisoner control and transport <input type="checkbox"/> Court structure, protocol, operations, and procedures <input type="checkbox"/> Legal processes <input type="checkbox"/> Familiarization with local processes, procedures and policies <input type="checkbox"/> Emergency Response <input type="checkbox"/> Other: 			
10.	How many hours of annual in-service training is required?			

SECURITY STAFF SECURITY CONCERNS

Briefly summarize the major security concerns regarding security staff responsibilities, selection, training, and general guidelines.